

**CONFIDENTIAL**

8 March 1949

MEMORANDUM FOR THE RECORD:

SUBJECT: CDD Training

25X1 1. Commander [ ] Deputy Chief, CDD, has arranged the following schedule for training to be given by his Division:

Documentation - Training will be given each Tuesday and Thursday afternoon from 1 to 5 p.m. in 2305 L Building. Each student will require one afternoon of training.

Secret Writing - Each student will require four one-hour sessions. Two periods are planned; one will be 9:30 to 10:30 and 2 to 3 on Mondays and Tuesdays; the other will be 9:30 to 10:30 and 2 to 3 on Thursdays and Fridays. If additional training is required, it will be given on Wednesdays. Where necessary because of half-day courses at the Foreign Service Institute or in language training, students may be trained from 9:30 to 10:30 on four consecutive training days or from 2 to 3 on four consecutive training days.

Two students going to the same area (or from the same Foreign Branch) will be taken simultaneously. The Foreign Branch operations officer concerned with the student will be present for the first hour. Training is given in East Basement, Central Building.

2. No schedule for photographic training has been arranged as yet. It is conducted in West Basement, Central Building.

cc: Mr. [ ]  
Mr. [ ]

Document No. 10  
NO CHANGE in Class. ☒  
☐ DECLASSIFIED

Class. CHANGED TO: TS S 25X1  
DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 8 MAR 1978 By: [ ]

**CONFIDENTIAL**